

## PROPERTY ALLOCATIONS TO CO-OPS PROCEDURE

Policy number	PPOL012P	Version	v1.0
Drafted by	Program Development Coordinator	Approved by Board on	01 May 2019
Responsible Person	Program Development Manager	Scheduled review date	01 May 2024

### 1. RESPONSIBILITIES

1.1 CEHL and co-ops are responsible for following this procedure.

### 2. PROCEDURES

- 2.1 Where an allocation opportunity arises CEHL will, in the first instance, attempt to meet any urgent allocation needs that can be met by the relevant allocation.
- 2.2 Co-ops must have any pre-existing property commitment documented in the co-ops Future Direction Plan (FDP) and this will be cleared upon first allocation to the co-op.
- 2.3 Where no urgent allocation need can be met by the allocation, CEHL will publish details of the property to relevant co-ops and invite them to submit an Expression of Interest (EOI) for the property allocation.
- 2.4 Relevant co-ops will be identified through the following criteria:
  - a. proximity of the property location to the co-ops current or future locations as identified in the co-op's stated goals and future planning
  - b. the co-op's aspired future property mix, as identified in the co-op's stated goals and future planning
  - c. governance issues within the co-op that affect its suitability for the allocation.
- 2.5 Relevant co-ops who are interested in receiving the allocation will submit an EOI (See related documents) addressing the following criteria:
  - a. is the property in or adjacent to your co-op's current location or its aspired future location as identified in your co-op's stated goals and future planning?
  - b. does the property meet your co-op's aspired future property mix as identified in your co-op's stated goals and future planning?
- 2.6 CEHL will make the decision on which EOI will be chosen for the allocation based on a points system that assigns points based on the following criteria:

Assessment criteria	Criteria weighting
Outstanding commitment / obligation	Five points per outstanding commitment.

There is a pre-existing property commitment to the co-op, acknowledged in the co-op's Future Directions Plan.	
<b>Property handback</b>	
i. The co-op has previously handed back a low-rated, as measured in the co-op plan, vacant property	Four points per handback.
ii. The co-op has previously handed back a property having acted in accordance with the Response to Loss of Membership Program Policy	Four points per handback.
iii. Upon allocation of a new property the co-op will hand back a low-rated vacant property.	Four points per handback.
<b>Co-op viability</b>	Maximum of three points.
There will be a positive outcome for the co-op's viability if allocated the property.	
<b>Property utilisation</b>	Maximum of three points.
The co-op is proposing to improve the utilisation of its property portfolio if allocated the property	
<b>Time since last property allocation</b>	Over 10 years = three points.
The length of time since the co-op was last allocated a property	Between 5 and 10 years = two points.
	Less than 5 years = one point.

- 2.7 The co-op EOI which has the highest number of points will be allocated the property.
- 2.8 Before an allocation is confirmed with a co-op, the co-op will send CEHL written agreement from any transferring/relocating members that they agree with and consent to the proposed transfer/relocation.

### 3. RELATED DOCUMENT

- 3.1. Property Allocations to Co-ops: Expression of Interest Form
- 3.2. [Performance Standards and evidence guidelines](#)
- 3.3. [Residential Tenancies Act 1997](#)
- 3.4. Ending a Tenancy (Renter Initiated) Program Policy
- 3.5. Death of Renter Program Policy
- 3.6. Co-ops Developing Active Membership Requirements and Policy Program Policy
- 3.7. Breach of Duty Program Policy
- 3.8. Rent Arrears Program Policy

- 3.9. Program Response to a Co-op Member's Loss of Membership Program Policy
- 3.10. Ending a Membership Best Practice Guide (to be developed)
- 3.11. [Co-operatives National Law Application Act 2013](#)
- 3.12. Bedroom Allocation Program Policy

## 4. MANAGING DIRECTOR AUTHORISATION

Approved by	Karren Walker	Date of approval	01/05/2019
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Position	CEHL Chair		